

Income Maintenance Advisory Committee
Department of Health and Family Services
Division of Health Care Financing
July 15, 2004
Minutes

County Attendees: **Jackie Bennett**, Racine Co.; **Lynn Brenner**, Calumet Co.; **Shiela Drays**, Dodge Co.; **Joanne Faber**, Washington Co.; **Liz Green**, Dane Co.; **Gloria Guitan**, Milwaukee Co.; **Jane Huebsch**, Marathon Co.; **Doreen Lang**, Wood Co.; **Bob Macaux**, Florence Co.; **Chris Machamer**, Waupaca Co.; **Amy Piotter**, Outagamie Co.; **Shirley Ross**, LaCrosse Co.; **Sue Schmitz**, Waukesha Co.; **Sheryl Siegl**, Winnebago Co.; **Cindy Sutton**, Rock Co.

State Attendees: **Mary Claridge**, DHFS/DMT; **Bernadette Connolly**, DHFS/BIMA; **Curtis Cunningham**, DHFS/OSF; **Brian Fangmeier**, DHFS/BIMA; **Theresa Fosbinder**, DHFS/BHCE; **Jim Hennen**, DHFS/AA; **Essie Herron**, DHFS/BIMA; **Jim Jones**, DHFS/BHCE; **Bob Martin**, DHFS/BHCE; **Mike McKenzie**, DHFS/BHCE; **Amy Mendel-Clemens**, DHFS/BHCE; **Scott Riedasch**, DHFS/BHCE; **Jodi Ross**, DHFS/BIMA; **Joanne Simpson**, DHFS/BIMA; **Edie Sprehn**, DWD; **Rick Zynda**, DHFS/BIMA

Administrative Items

- The May meeting minutes were approved.
- The IMAC website has been moved <http://dhfs.wisconsin.gov/em/imac/>. Minutes and agendas will be updated for all committees.
- 850 Six Month Report Forms (SMRFS) have gone out, and only 100 have come back, as of July 15th. Jim Jones suggests DHFS put together a monthly list, of the clients that were sent a SMRF and the clients for whom one has not been received by the agency. **(Update: this list was sent out to local IM agencies on Monday, July 19, 2004).**
- The CARES Worker Web development is behind schedule by about three weeks. The pilot is expected to begin on 1-21-05.
- This years' Big Ten Conference is August 11-13, in Minneapolis. FNS is paying for 10 state staff and 15 county staff to attend. Counties have been contacted and Lisa Hanson is working on a final attendee list.

Sub-Committee Reports

W2 C&I Committee-

This committee has been revised to include other programs including Child Welfare. This committee will now be known as the Program Connections Committee, and will include representatives from DWD, DHFS, Local Agencies, and W2 agencies. Amy Mendel-Clemens, Edie Sprehn, and John Rathman will serve as the co-chairs. Some of

the issues they are currently working on include, Child Care Eligibility Reviews, Change Centers, Electronic Case Files and Broad-based Eligibility.

Workload and Financing Committee-

This committee is currently working on the QA Performance Standards and IM contract language changes. Contract language changes will be discussed in more detail at the next Workload and Finance meeting and brought back to the full IMAC at a later date.

The Department is examining Quality Assurance improvement ideas for Medicaid eligibility determinations and Food Stamp payment accuracy. One idea that DHFS is considering is how second party reviews and front-end verification could be better coordinated, and how the results from these activities can be documented and tracked. County representatives agreed that this idea is worth exploring, however, it was suggested that more information be gathered on issues such as how to identify error prone case types, processing time involved, staffing needs, and funding issues.

The new funding methodology for CY 06 is still being discussed. This committee is working to provide information to WCHSA regarding total potential costs and options for county contributions.

The Administrator's Memo containing the preliminary CY 05 IMAA allocations is being reviewed by the Department. Once final approval is received, it will be released.
(Update: This Administrator's Memo was signed and distributed on July 23, 2004.)

IMAC Membership

The IMAC reviewed a final version of the IMAC membership guidelines. It was requested that a member of WSSA be added to the IMAC member roster, to be chosen by WSSA themselves. With this change included, a motion was made and approved by the IMAC adopting these as the official membership guidelines. See attached.

Other Issues

- Employer Verification Form (EVF) alerts for Family Planning Waiver (FPW) only cases have been popping up. IMAC referred this to the Program Connections subcommittee.
- As of today 45% of EVFH forms and 25% of EVFE forms are auto-populating. These numbers are lower than expected.
 - ❑ One issue is that the question "Are they employed with you" requires a yes/no response. One idea is to change this response to a begin and end date.
 - ❑ A second issue is that some employers are skipping the "access to state health insurance" question completely and the response is defaulting to no. This issue will be discussed within the Department for a later decision.
 - ❑ Another issue raised pertained to whether putting an 'N' in the BadgerCare wages verified field, on the earned income screen, can be changed to a '?'. **(Update: BHCE systems analysts have determined that the worker can change the value in this field at any time.)**

- ❑ The last issue with EVFH forms was that some forms were not being generated correctly. DHFS staff has determined that there is no problem with the EVFH forms being generated correctly.

INCOME MAINTENANCE ADVISORY COMMITTEE (IMAC)

Membership - Final - July 15, 2004

Note: This membership document was approved by unanimous agreement of the IMAC committee on July 15, 2004.

BACKGROUND

The Department of Health and Family Services, Division of Health Care Financing employs qualified staff to plan, implement, and evaluate program policies and procedures and to carry out statewide Income Maintenance (IM) programs. IM programs are defined in the IM Appendix to the State and County Contract Covering Social Services and Community Programs as the Food Stamp Program, Medicaid/BadgerCare Program, Family Care Program, Caretaker Supplement Program, and the Funeral and Cemetery Aids Program.

The Income Maintenance Advisory Committee (IMAC) was convened in the 1980's to examine issues and develop options and specific actions necessary to make meaningful progress in achieving statewide quality IM programs. Under the current IM Appendix, the IMAC is described as "A body of local representatives selected under the Department's Policies and Procedures to provide input and advice to the Department on matters relating to IM programs and this contract."

IMAC is intended to provide local agency input into potential programmatic, procedural or policy issues to be considered by the state. Although the state has final decision-making authority, the recommendations of IMAC will be considered.

IMAC MEMBERSHIP

Co-Chairs

The Committee shall be co-chaired by one state representative from DHFS who is to be appointed by the Administrator of the Division of Health Care Financing in DHFS. The appointed state Co-chair shall appoint an acting Co-chair in the event the Co-chair cannot attend a particular meeting.

The Committee shall also be co-chaired by one local agency representative who shall be the Co-chair of the Wisconsin County Human Services Association (WCHSA) Economic Support Program Advisory Committee (ES PAC). The acting Co-chair, in the event the Co-chair cannot attend a particular meeting, shall be the other Co-chair of the ES PAC.

Local Agency Representation

WCHSA shall determine which local agencies will have official representatives as members of IMAC. The Director of each agency determined to have representation by WCHSA shall nominate one representative and an alternate representative from the agency.

In addition to the local agency Co-chair, up to 20 official local IMAC members shall be chosen. WCHSA shall ensure that each of the five DHFS regions in the state and agencies of various sizes are equally represented. There shall be at least one Milwaukee representative, one tribal representative, and one representative from WSSA as appointed by WSSA. The tribal representative will be invited to participate by DHFS in coordination with the tribal agencies. Members shall serve terms that are consistent with the membership terms of the ES PAC. Members may be re-appointed.

State Representation

The State will not appoint official members to the IMAC. The State will be responsible for Co-chairing the IMAC and subcommittees and assuring that appropriate state staff attends the IMAC to provide information about the agenda topics.

Other Public Input

The IMAC meetings are open public meetings. The agendas for each meeting shall include a public input period.

MEMBER RESPONSIBILITIES

All members are responsible for assessing program needs or identifying concerns that are to be addressed by the committee.

Local Representatives

WCHSA shall assign each local representative to represent all agencies in their region. Each local agency member of IMAC is responsible to:

- ✓ Communicate issues discussed at the IMAC, including issues brought forth by IMAC subcommittees to the IM agencies in their region;
- ✓ Be the primary contact for input to the IMAC for all agencies in their region, and bring issues to the IMAC on behalf of those agencies;

State

Although the state does not have official membership apart from the Co-chair, the state is responsible for staffing the committee and bringing new initiatives and other relevant issues to the committee for input.

Co-Chairs

- ✓ The Co-Chairs are responsible for jointly establishing the agenda for each IMAC meeting.
- ✓ The State Co-Chair is responsible for ensuring that minutes from the meeting are published.
- ✓ The State Co-Chair is responsible for ensuring that the IMAC website is updated.
- ✓ The Local Agency Co-Chair is responsible each year for providing the DHFS Co-Chair with an updated list of members.

VOTING RIGHTS

Official recommendations of IMAC shall be determined by vote. Only votes of official county/tribal representatives, or their appointed alternate, will be recorded.

MEETINGS

The Income Maintenance Advisory Committee will meet once per month or as needed. Meetings are regularly scheduled on the third Thursday of each month.

IMAC SUBCOMMITTEES

To assist with its overall responsibilities and to address specific issues, the IMAC has established subcommittees. Subcommittees are determined each year jointly by the state and local agency representatives. The IMAC coordinates assignments and determines follow-up initiatives assigned to subcommittees.

Each subcommittee is co-chaired by a local agency representative and a DHFS representative. The co-chairs of the subcommittee are responsible for keeping membership current and appropriate. Assistant Area Administrators for IM shall have the opportunity to appoint one representative to each subcommittee. Subcommittee membership can include other public associations and interest groups.

The subcommittees should use a standard format to present policy options, pros/cons, and subcommittee recommendations to the IMAC.

Co-chairs of the subcommittees are responsible to submit electronic versions of the subcommittee's agendas and minutes to the person appointed by the DHFS IMAC Co-chair for publication on the IMAC website.